

Clinical Trials Management Systems Workspace
Face-to-Face Meeting
Oregon Health & Science University
SESSION: Documentation & Training Workspace

Session Information	Date: May 31, 2007 Time: 1:40 p.m.—2:00 p.m. PDT Presenter/Lead: Lara Fournier Facilitator: Julie Holtzople Scribe: Daniela Smith
Executive Summary	<p>Lara Fournier presented an “Overview of the Documentation & Training (D&T) Workspace,” including its mission, its audience(s), available training tools (i.e., through the caBIG™ website), documentation requirements, and process overview. Participants discussed the differences in providing training for end users and adopters, usage of the training portal, and documentation development requirements.</p>
Discussion	<p>Key Discussion Points</p> <ul style="list-style-type: none"> • Training intended for developers should be differentiated from that intended for adopters. Training documentation should focus more on end users rather than technical developers. A solution to this issue is to perform an audience analysis, discuss documentation requirements during the Statement of Work (SOW) phase, employ a mentor to help with the path forward, and ensure that leadership is informed of changes to SOWs. • Documentation and training requirements will be assessed on a case-by-case basis. The D&T Workspace will not ask for any existing training to be re-done. • Participants suggested that the training site be used for testing and reviewing newly developed applications, as a long-term repository to test materials and download documentation. Tool pages should be the “one-stop shop” for developers to access. • As applications are developed, there must be collaboration between the developers and the adopters to determine training and documentation requirements. End-user manuals and training modules are typically the responsibility of adopters, and technical documents are the responsibility of developers. These responsibilities are outlined in the project SOWs and tend to vary according to the application under development and resource pool.
Action Items	<p>No action items were identified during this session.</p>

Attendance	#	First Name	Last Name	Affiliation
	1.	Elaine	Brock	Univ. of Michigan
	2.	Amar	Chahal	Velos, Inc.
	3.	Deborah	Collyar	PAIR
	4.	Don	Connelly	Univ. of Minnesota
	5.	Paul	Courtney	Dartmouth
	6.	Peter	Covitz	NCI CBIIT
	7.	Mary Jo	Deering	NCI CBIIT
	8.	Leslie	Derr	NCI CBIIT
	9.	Lara	Fournier	OHSU
	10.	Julie	Holtzople	Booz Allen Hamilton
	11.	David	Loose	BLC
	12.	Joyce	Niland	City of Hope
	13.	Rachel	Nosowsky	Univ. of Michigan
	14.	Susan	Pannoni	City of Hope
	15.	Kerri	Phillips	PercipEnz
	16.	Diane	Rickman	Booz Allen Hamilton
	17.	Daniela	Smith	Booz Allen Hamilton
	18.	John	Speakman	NCI CBIIT
	19.	Umit	Topaloglu	Univ. of Arkansas for Medical Sciences
	20.	Susan	Varghese	Booz Allen Hamilton